



Adopted: August 21, 1996

EMID 6067 Board Policy 302

Revised: February 18, 2004; November, 2014

302 EXECUTIVE DIRECTOR

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the Executive Director and the overall responsibility of that position within EMID.

II. GENERAL STATEMENT OF POLICY

The Board shall employ an Executive Director who shall serve as an ex-officio, nonvoting member of the Board and as chief executive officer of the district.

III. GENERAL RESPONSIBILITIES

- A. The Executive Director is responsible for the management of EMID's programs, the administration of all district policies, and is directly accountable to the EMID Board.
- B. The Executive Director may delegate responsibilities to other EMID district personnel, but shall continue to be accountable for actions taken under such delegation.
- C. Where responsibilities are not specifically prescribed, nor Board policy applicable, the Executive Director shall use personal and professional judgment, subject to review by the EMID Board.
- D. The Executive Director shall perform the following:
 - a. Supervise the programs of the district, report and make recommendations about their conditions when advisable or on request from the Board.
 - b. Recommend to the Board employment and dismissal of district staff.
 - c. Ensure the annual evaluation of each district staff member.
 - d. Make reports required by the Commissioner.
 - e. Perform other duties prescribed by the Board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: EMID Policy 202 (Board Officers)
EMID Policy 208 (Development, Adaption, and Implementation of Policies)
EMID Policy 301 (District Administration)



EMID Policy 303 (Executive Director Selection)
EMID Policy 304 (Executive Director Contract, Duties and Evaluation)
EMID Policy 305 (Policy Implementation)
EMID Policy 306 (Administrator Code of Ethics)
EMID Policy 412 (Expense Reimbursement)
EMID Policy 701 (Establishment and Adoption of District Budget)
EMID Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
EMID Policy 802 (Disposition of Obsolete Equipment and Material)
EMID Policy 903 (Visitors to District Sites)
EMID Policy 905 (Advertising)
EMID Policy 907 (Rewards)
MSBA Service Manual Chapter 3, Superintendent of Schools
MSBA Service Manual Chapter 5, School Board-Staff Relationships